



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	2	Administration	
Section	3	Reporting requirements (N.J.A.C. 10:124-2.3)	

§10:124-2.3 Reporting requirements

(a) The shelter facility or shelter home coordinator shall notify the Bureau within 24 hours after any of the following changes and events:

1. Unanticipated temporary or permanent closing of a shelter facility or home;
2. Legal action against a shelter facility/staff member or shelter home/shelter home parent which involves or affects any child or the operation of the shelter facility or home;
3. Damage to the premises of the shelter facility or home caused by fire, accident or the elements; or
4. Injury requiring hospitalization or action(s) resulting in the death of a child which occurred while the child was on the premises of the shelter facility or home or while in the care of shelter facility staff member(s) or shelter home parent(s).

(b) The shelter facility or shelter home coordinator shall notify the Bureau in writing at least 30 days prior to any of the following proposed changes and events:

1. Anticipated temporary or permanent closing or relocation of the shelter facility or home for any reason;
2. Name or administration of the shelter facility;
3. Administrative staff member(s) of the shelter facility; or
4. Proposed change in the capacity of the shelter facility or home.

(c) A shelter facility or home shall notify the Division immediately if it is believed that a child has been or is being abused or neglected by staff, residents or any other person, as required by the Child Abuse and Neglect Law (N.J.S.A.

9:6-8.9, 8.10, 8.13 and 8.14). Copies of the law and information about it are available from the Division, upon request.